

## RIGHT-OF-WAY SPECIALIST

### NATURE OF WORK

This is technical work involving research, written composition and clerical duties relative to activities of real estate acquisition and real estate records maintenance.

Work involves responsibility for researching records for ownership titles, liens, leases, mortgages, estates, tax and related title interests of real estate to be acquired and determining the quality of property ownership and disposition. Work also includes composing documents related to the acquisition and administration of property acquired including contracts and purchase agreements, compiling individual tract files and assisting in records compliance and maintenance activities. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, completeness of records and compliance with departmental guidelines.

### EXAMPLES OF WORK PERFORMED

Researches appropriate records for title of ownership, liens, leases, mortgages, estates, tax data and other interests affecting the title of real estate to be acquired; researches owner addresses and develop a property ownership list; determines quality of ownership and disposition of property interests; assists in developing project files for retention of project and tract records.

Verifies deed and easement descriptions, contract and purchase agreement documents for accuracy.

Composes original documents and correspondence relative to the acquisition or administration of property acquired and sold by the Real Estate division.

Prepares and compiles individual tract files which include title searches, appraisal, appraisal review, original acquisition documents, owner's copies and other required materials of property sought/acquired; confirms completeness of files prior to submission for negotiation.

Assists Real Estate and Relocation Agents in maintaining departmental records and performing related record maintenance tasks; obtains partial releases from lending institutions; records right-of-way documents in the Register of Deeds office.

Works with the general public and employees from other City and County departments in relation to real estate owned programs.

Answers inquiries from interested parties regarding surplus property for sale, policies and procedures regarding sales.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public recording systems related to property purchase, taxation and ownership.

Knowledge of record maintenance methods and techniques.

Ability to read and interpret real estate documents, abstracts and related property interest documents.

Ability to read construction plans and related maps.

Ability to operate standard office equipment including microcomputer, calculator and photocopier.

Ability to comprehend and understand legal descriptions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with individuals from other governmental agencies, other departments, and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by course work in real estate, engineering or drafting and experience in the sale and/or acquisition of real estate.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent and some experience in the sale and/or acquisition of real estate, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

May be required to possess a valid Nebraska Real Estate License or Abstractor's License within six months of hire.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

10/2003

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